

9 August 1961

MEMORANDUM FOR: Chief, Analysis Branch
Chief, Control Branch

SUBJECT : Move to New Building

25X1A9a

1. The following will be responsible for moving the sections indicated and [redacted] (alternate) will coordinate the move as appropriate to insure that it is carried out according to plan: 25X1A9a

Office of Chief, DD	- [redacted] (alternate)	25X1A9a
AB	- [redacted] (alternate)	
CB	- [redacted] (alternate)	25X1A9a
Selection Section	- [redacted] (alternate)	25X1A9a
Indexing Section	- [redacted] (alternate)	25X1A9a
Dissemination Section	- [redacted] (alternate)	25X1A9a
IPI Section	- [redacted] (alternate)	
TSC Section	- [redacted] (alternate)	
Processing Section	- [redacted] (alternate)	25X1A9a

25X1A9a

25X1A9a

2. The plan is as follows:

9 August Each of above will receive a copy of the floor plan for his area showing furniture arrangement, telephones, electric outlets, etc. 25X1A9a

10 August Each section head will advise [redacted] of the following:

- a. Desk assignments (desks will be in place in new bldg.)
- b. Telephone assignments
- c. Suggestions for partition placements

18 August

- a. Electric outlets
- b. Placement of tables and files
- c. Number of boxes for classified and unclassified material needed.

11 September (Estimate) Each section will receive boxes needed for move and will mark all equipment, etc. for move. Also list of employees and their stations during move will be furnished.

15 September (Estimate)

- 1. All loose material will be packed in boxes and the boxes will be appropriately labelled.
- 2. Employees will be instructed where and when to report during move.

25X1A9a

Chief, Document Division

25X1A9a